



Vermont Department of Education  
Office of Educator Licensing and Professional Standards  
120 State Street  
Montpelier, VT 05620-2501

## Professional Development Form Instructions for Reinstatement

### How to Complete the Professional Development Form

Example: Endorsement in Elementary Education

Year activity was completed.

Category Number	Category Name	Activity Name	Year Completed	Hours or Credits Requested	Evidence Enclosed
2	Workshop/Seminar	"Environmental Studies for the Upper Elementary Grades"		30 hours = 2 professional development credits	*Workshop Certificate

This information is found on the enclosed VSBPE Policy.

Name of the activity as it appears on the evidence you provide.

This information must match the document you provide as evidence of successful completion of each activity.

### Reminders:

- Use a separate sheet for each endorsement you are reinstating.
- Fifteen (15) hours = 1 professional development activity credit.
- If you are required to submit three (3) credits of professional development activities one (1) credit must be specific to the endorsement area.
- If you are required to submit nine (9) credits of professional development activities three (3) credits must be specific to the endorsement area.
- **Remaining credits** must meet the more general Five Standards for Vermont Educators. These might include new learning in special education, general education, classroom management, technology proficiency, etc.
- Please refer to the enclosed VSBPE policy entitled **"Policy on Credits Applicable for License/Endorsement Renewal by Educators"**. This is the VSPBE approved list of allowable activities and their limits. The Licensing Office and Local and Regional Standards Boards are obligated to approve professional development activities for reinstatement under the rules of this policy.

Vermont Department of Education  
Office of Educator Licensing

You complete this  
Professional  
Development  
Form.

**Professional Development Form for Reinstatement**

(Revised July 2007)

Name \_\_\_\_\_ SS# \_\_\_\_\_

Grade Range and Endorsement Name \_\_\_\_\_ Number of required credits \_\_\_\_\_  
(Example: 7-12 English)

**Age of Professional Development: Level II license**      Activities must be no more than seven years old.  
**Level I license**      Activities must be no more than three years old.

**Signature of the Chair of the Local or Regional Standards Board (L/RSB)**

Signature of the Chair of the Local or Regional Standards Board (L/RSB) is required if you are currently working in a Vermont school served by a L/RSB. If you are employed in a Vermont public school, please ask your administrator for the name of your L/RSB chair.

**If you are not employed in a Vermont public school, no signature is required.**

**Certification and Signature of Local/Regional Standards Board**

*I certify that the information provided on this form and in supporting documents and attachments is true and complete. I am aware that any falsification, misrepresentation or misstatement of material information, as described in Sections 5711 of the "Regulations Governing the Licensing of Educators and the Preparation of Education Professionals" of the Vermont State Board of Education, may be grounds for denial of a license or for subsequent suspension or revocation thereof.*

\_\_\_\_\_  
Signature of L/RSB Chair

\_\_\_\_\_  
Name of L/RSB

\_\_\_\_\_  
Date

Category Number	Category Name	Activity Name	Year Completed	Hours or Credits Requested (15 hours = 1 credit)	Evidence Enclosed

